



South Louisiana
Community College
Know. Know How.®

BIDS MUST BE RECEIVED BY:

June 8, 2022 @ 2:00PM

SOLICITATION: 22-006

ISSUE DATE: 05/09/2022

FILL IN VENDOR NAME & ADDRESS BELOW:

PLEASE MAIL SIGNED BID TO:

SOUTH LOUISIANA COMMUNITY COLLEGE
ATTN: PURCHASING BID# 22-006
1101 BERTRAND DRIVE
LAFAYETTE, LA 70506

***BIDS NOT DELIVERED BY THE U.S. POSTAL
SERVICE MAY BE SENT TO:***

SOUTH LOUISIANA COMMUNITY COLLEGE
ATTN: PURCHASING BID# 22-006
320 Devalcourt Street
LAFAYETTE, LA 70506

BUYER: Nicole Manuel

PHONE: 337-521-8898

BIDS MUST BE SIGNED TO BE CONSIDERED

INSTRUCTIONS TO PROPOSERS:

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL PROPOSED PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTION, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALLED BY THE BIDDER.
4. PROPOSED PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE SPECIFIED IN THE BID REQUIREMENTS. BIDS CONTAINING "PAYMENT IN ADVANCE" C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: _____. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.

THE BIDDER CERTIFIES:

- COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- THAT IF MY BID IS ACCEPTED WITHIN 90 DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION)
- DELIVERY WILL BE MADE WITHIN 14 DAYS AFTER RECEIPT OF ORDER.
- BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. **THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.**

Please print name: _____

Signature _____

Date: _____

TERMS AND CONDITIONS

- 1) ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.
- 2) BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON AND IN ACCORDANCE WITH FORMS PROVIDED.
- 3) BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
- 4) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITIES.
- 5) BID SUBMISSIONS MUST BE MANUALLY SIGNED IN INK.
- 6) BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAW OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
- 7) IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR. ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.
- 8) PRICES: UNLESS OTHERWISE SPECIFIED BY SOUTH LOUISIANA COMMUNITY COLLEGE IN THE SOLICITATION, BIDS PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY PROPOSER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC) AS SPECIFIED IN THE BID.
- 9) DESCRIPTIVE INFORMATION: BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR SOUTH LOUISIANA COMMUNITY COLLEGE TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE PROPOSAL TO BE REJECTED.
- 10) CONTRACT RENEWALS: UPON AGREEMENT OF SOUTH LOUISIANA COMMUNITY COLLEGE AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.
- 11) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A THIRTY (30) DAY WRITTEN NOTICE.
- 12) THE QUANTITIES LISTED ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY SLCC TO INCREASE OR DECREASE THE AMOUNT AT THE UNIT PRICES STATED IN THE BID.
- 13) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO TIME REQUESTS FOR SERVICE ACCORDING TO INDIVIDUAL CAMPUS REQUIREMENTS.
- 14) SOUTH LOUISIANA COMMUNITY COLLEGE RESERVES THE RIGHT TO REDUCE THE NUMBER OF SERVICE LOCATIONS OR ADD TO THE NUMBER OF SERVICE LOCATIONS AT THE UNIT PRICES STATED IN THE BID.
- 15) FREQUENT SUPERVISOR LEVEL INSPECTIONS MAY BE REQUESTED OF THE SUCCESSFUL BIDDER. THESE INSPECTIONS SHALL BE DOCUMENTED AND PROVIDED TO THE SLCC SECURITY DIRECTOR.
- 16) VENDOR MUST PROVIDE PROOF OF LIABILITY AND WORKERS COMPENSATION INSURANCE.

Mandatory Site Visits

Each bidder must perform mandatory pre-bid site visits. A mandatory pre-bid conference shall be held at South Louisiana Community College's Health & Science Building Auditorium located at 1101 Bertrand Dr., Lafayette, LA 70506 on June 2, 2022 at 10:00am CST.

Site visits must take place before scheduled bid opening. Contractor shall field verify all existing conditions, dimensions and measurements by visiting each facility prior to submitting a bid.

- A signed copy of the attached Site Visit Verification Form must be submitted with the bid proposal.
- **Oral communications during site visit shall be considered unofficial and non-binding.**
- The contractor shall procure insurance as indicated in Attachment I and shall show evidence of such insurance in the form of certificate(s) prior to acceptance.
- The contractor shall submit with their bid evidence of QUALIFICATIONS.
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SOLICITATION:
22-006

PRINT VENDOR NAME & ADDRESS BELOW:

Item	Description	Quantity	Unit	Unit Price	Extended Amount
1	Remove and dispose of existing water fountains and install Elkay Model LZS8WSLP in accordance with the attached specifications.	60	Each		
2	Hourly labor rate for service during regular business hours.	1	Hr.		

Please print name:

Signature

Date:

Guidelines

All bid prices must be all-inclusive to include any outsourced or contracted work. Any bids which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

The organization submitting a bid will be the sole contractor as the result of any bid award, and that sole contractor shall be responsible for all deliverables specified in the bid. This general requirement notwithstanding, proposers may enter subcontractor arrangements.

If the organization submitting a bid must outsource or contract any work to meet the requirements contained herein, the proposer shall identify subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with South Louisiana Community College, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of South Louisiana Community College.

Issuance of this bid in no way constitutes a commitment by South Louisiana Community College to award a contract. South Louisiana Community College reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the College's best interest.

Scope of Work

- Vendor shall remove and dispose of all existing water fountains identified in the following attachments and install owner supplied Elkay Model LZS8WSLP units in accordance with ADA guidelines and manufacturer installation specifications.
- All newly installed water fountains shall be adjusted to produce a finished water flow of 4 inches from tray of unit.
- Installation of hollow wall anchoring systems must be approved by Facilities Director or Designee prior to installation. Installation performed without prior approval will not be accepted.
- The cost of all permits, licenses, labor and any materials not specified herein, required to accomplish bid service, shall be assumed by the vendor and included in the bid price.
- Change requests will not be accepted unless submitted in writing before additional work proceeds.
- Contractor shall uphold standards of employee conduct, appearance, and integrity, in accordance with SLCC 's Administrative Policies and Mission. Contractor shall agree to remove from the site of service, whenever required to do so by SLCC, any of their employees or subcontractors who fail to uphold SLCC standards, subject to any applicable laws.

ATTACHMENT I

Insurance Requirements

Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors.

A. Minimum Scope and Limits of Insurance

Workers Compensation

Workers compensation insurance shall be in compliance with the workers compensation law of the state of Louisiana. Employers liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the employers liability limit increased to a minimum of \$1,000,000. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

Commercial General Liability

Commercial general liability insurance, including personal and advertising injury liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) commercial general liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

Automobile Liability

Automobile liability insurance shall have a minimum combined single limit per occurrence of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and accepted by the agency. The contractor shall be responsible for all deductibles and self-insured retentions.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages

The agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the agency.

The contractor's insurance shall be primary as respects the agency, its officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the agency shall be excess and non-contributory of the contractor's insurance.

The contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the policy limits.

2. Workers Compensation and Employers Liability Coverage

The insurer shall agree to waive all rights of subrogation against the agency, its officers, agents, employees and volunteers for losses arising from work performed by the contractor for the agency.

3. All Coverages

Coverage shall not be canceled, suspended, or voided by either party (the contractor or the insurer) or reduced in coverage or in limits except after 30 days written notice has been given to the agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the contractor's policy.

Neither the acceptance of the completed work nor the payment thereof shall release the contractor from the obligations of the insurance requirements or indemnification agreement.

The insurance companies issuing the policies shall have no recourse against the agency for payment of premiums or for assessments under any form of the policies.

Any failure of the contractor to comply with reporting provisions of the policy shall not affect coverage provided to the agency, its officers, agents, employees and volunteers.

D. Acceptability of Insurers

All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the project is located. Insurance shall be placed with insurers with a A.M. Best's rating of A-VI or higher. This rating requirement may be waived for workers compensation coverage only.

If at any time an insurer issuing any such policy does not meet the minimum a.m. best rating, the contractor shall obtain a policy with an insurer that meets the a.m. best rating and shall submit another certificate of insurance as required in the contract.

E. Verification of Coverage

Contractor shall furnish the agency with certificates of insurance reflecting proof of required coverage. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the agency before work commences and upon any contract renewal thereafter.

In addition to the certificates, contractor shall submit the declarations page and the cancellation provision endorsement for each insurance policy. The agency reserves the right to request complete certified copies of all required insurance policies at any time.

Upon failure of the contractor to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the agency, may be suspended, discontinued or terminated. Failure of the contractor to purchase and/or maintain any required insurance shall not relieve the contractor from any liability or indemnification under the contract.

F. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The agency reserves the right to request copies of subcontractor's certificates at any time.

G. Workers Compensation Indemnity

In the event contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the state of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana workers compensation act or otherwise, under any circumstance. The parties also hereby agree that the state of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of contractor, its owners, agents and employees. The parties further agree that contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the state of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. Indemnification/Hold Harmless Agreement

Contractor agrees to protect, defend, indemnify, save, and hold harmless, the state of Louisiana, all state departments, agencies, boards and commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the state of Louisiana, all state departments, agencies, boards, commissions, its officers, agents, servants, employees and volunteers.

Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

ATTACHMENT II A**SITE VISIT VERIFICATION**

This signed statement certifies that the vendor named below has visited the jobsite and is familiar with all the conditions surrounding the fulfillment of the specifications for this project.

NOTE: THIS CERTIFICATION MUST BE SIGNED BY THE BIDDER'S AUTHORIZED REPRESENTATIVE AND AGENCY REPRESENTATIVES AND MUST BE SUBMITTED WITH THE BID.

Location	320 Devalcourt St. Lafayette, LA 70506
Contact Name	Nick Boudreaux
Contact Phone	337-849-8727
Signature/Date	

Location	1101 Bertrand Dr. Lafayette, LA 70506
Contact Name	Nick Boudreaux
Contact Phone	337-849-8727
Signature/Date	

Location	1933 W. Hutchinson, Crowley, LA 70526
Contact Name	Jason Leger
Contact Phone	337-522-9911
Signature/Date	

Location	118 Shepard Drive Lafayette, LA 70508
Contact Name	Nick Boudreaux
Contact Phone	337-849-8727
Signature/Date	

Location	1124 Vocational Dr. Ward 1, Industrial Park Ville Platte, LA 70586
Contact Name	Danny Hebert
Contact Phone	337-658-9164
Signature/Date	

Location	1115 Clover St. Abbeville, LA 70510
Contact Name	Jason Leger
Contact Phone	337-522-9911
Signature/Date	

Location	1050 Moore Ave, St. Martinville, LA 70582
Contact Name	Jim Henn
Contact Phone	985-714-1038
Signature/Date	

Location	609 Ember Dr. New Iberia, LA 70562
Contact Name	Jim Henn
Contact Phone	985-714-1038
Signature/Date	

Location	908 Ember Dr. New Iberia, LA 70562
Contact Name	Jim Henn
Contact Phone	985-714-1038
Signature/Date	

Location	332 East South Street Opelousas, LA 70570
Contact Name	Danny Hebert
Contact Phone	337-658-9164
Signature/Date	

Print Vendor Name:

Bidder Signature:

Date:

ATTACHMENT II B

Location	6165 I-49 Service Road, Opelousas, LA 70570
Contact Name	Danny Hebert
Contact Phone	337-658-9164
Signature/Date	

Location	900 Youngs Road, Morgan City, LA 70380
Contact Name	Jim Henn
Contact Phone	985-714-1038
Signature/Date	

Location	3225 Youngs Road, Morgan City, LA 70380
Contact Name	Jim Henn
Contact Phone	985-714-1038
Signature/Date	

Location	
Contact Name	
Contact Phone	
Signature/Date	

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Contact Phone	
Signature/Date	

Print Vendor Name:

Bidder Signature:

Date:

ATTACHMENT III**Bid 22-006****INDEMNIFICATION AGREEMENT**

The _____ {Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of _____ {Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____ Company Name

_____ Signature

_____ Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

ATTACHMENT IV: Certification Statement**Bid 22-006**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the bid solicitation, including attachments.

OFFICIAL CONTACT. The college requests that the bidder designate one person to receive all documents and the method in which the documents are best delivered. The bidder should identify the Contact name and fill in the information below: (Print Clearly)

- A. Official Contact Name: _____
- B. E-mail Address: _____
- C. Facsimile Number with area code: () _____
- D. US Mail Address: _____

Bidder shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this solicitation is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the SOLICITATION and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this SOLICITATION .
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR §200 Subpart F. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)
6. Proposer understands that, if selected as a contractor, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Proposer shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
7. Proposer certifies that the cost submitted was independently arrived at without collusion.

Signature of Proposer or
Authorized Representative

Typed or Printed Name:

Date:

Title:

Company Name:

Address:

City:

State:

Zip: